

Port of Brookings Harbor

WEEKLY OPERATION REPORT

DATE: Sunday 07/23/17 to Saturday 07/29/17

Port Office

1. Port employs nine (9) full-time and 1 part-time employees.
 2. Currently, the Port is operating businesses RV Park, Boat Yard, Fuel Dock, Marina, Gear Storage and Retail Center seven days a week.
 3. Approximate end of the week QuickBooks balances for the Port:
 - \$ 51,289 General Fund
 - \$ 32,982 Fuel Dock Account
 - \$ 1,507 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$ 85,778 **GENERAL FUND**, as of 7/29/17
-

- \$ 75,041 **Capital Projects Fund** (To keep pace with Deprecation need \$7,533 weekly)
FEMA Basin 1 Piling Project – Estimated Port share \$250,000
OSMB Grant – Boarding Dock Replacement Project – Estimated Port share \$133,000
 - \$ 32,140 **Debt Service Fund** \$62,500 Quarterly (IFA Business Oregon)
Week 4, next payment due Sept 30
(\$4,807.69 average each week to reach payment, currently \$0 short)
 - \$ 2,333 **Debt Service Fund** \$4,659 Monthly (Travel Lift Lease)
Week 2, payment due 22nd each month
(\$1,164.75 average each week to reach payment, currently \$0 short)
 - \$108,099 **Revenue Bond Fund** \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 38
(\$2,502.30 average each week to reach payment, currently \$0 short)
 - \$ 4,000 **Reserve Fund** (Approx. Total Deprecation to date \$5,296,203. Yearly amount \$391,741)
 - \$221,613 **RESTRICTED FUNDS**, as of 7/29/17
-

- \$307,391 Total, as of 7/29/17
-

- \$ 31,157 **ACCOUNTS RECEIVABLE**, as of 7/29/17
1-30 days 3,929 / 31-60 days 10,748 / 61-90 days 10,259 / 90+ 6,221
 - \$ 21,144 **ACCOUNTS PAYABLE**, as of 7/29/17
1-30 days 21,144 / 31-60 days 0 / 61-90 days 0 / 90+ 0
-

- \$375,000 6 - Missed Quarterly IFA Payments, due to March 2011 Tsunami damage
- \$ 44,419 Extra payments paid to date
- \$330,581 Remaining amount (Approximately)

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4. Meetings:

- Two Board members and Port Staff attend SDAO Board and Staff Training in Medford.
 - Held safety meeting with staff. Topic was on Code of Ethics for public employees. Work requests from customers must go through the Port Office. All repairs need work orders and repairs approved by Port Manager. Hazards found must be protected from the public.
 - David Ginney regarding his sailboat in the boat yard and his outstanding invoice with the port.
 - Showed Suite 202 (former Mainbrace office) to a potential renter.
 - Kristi/Hungry Clam regarding extra room to rent. She needs the additional room for storage now and sometime later she might make it into a bar. She will get permission from the Board before changing it into a bar.
 - Special Commissioner Meeting at the Port Office on Thursday.
5. Prepared Special Meeting Commissioner packet for this Thursday meeting.
 6. Received Title Report for property line adjustment for Busch leased land. Provided report to Roberts & Associates Surveyors to get a quote for the property line adjustment.
 7. Inquiring potential issues with lease language of liability with port attorney and port insurance agent. Waiting for their response.
 8. Resolutions 479 and 480 were completed after Thursday Commissioner meeting.

RV Park

1. Landscaping and watering grass areas.
2. Removed jammed quarters from shower dispensers #5 and #6 on Sunday. Someone tried using pennies.
3. Removed jammed quarters from shower dispenser #5 on Monday. Someone used a mangled coin.
4. Repaired cable connector at Site 69.
5. Repaired water leak in second stall women's main restroom. Waterline connection to the toilet came loose.
6. Flatten pile of driftwood debris as mulch/ground cover in the dry camp storage area.
7. Rates on RezStrem and website were updated after the commissioners approved the removal of winter rates.

Docks – Basin 1 & 2 and Transient

1. Boat inventory completed for both basins.
2. Main waterline to Sani-Sailor in Basin 1 was disconnected. Line was reattached and the connection was leaking. Connection was repaired.
3. Water leak was reported on G-H Docks Saturday afternoon. Water turned off to docks until repair(s) can be made.

Boat Yard

1. Three vessels were hauled out and one was placed back in the water.
2. Continue cleaning up boat yard area with equipment the Port rented for the landscaping project.
3. Marine Surveyors completed annual inspection on Eq# 4605 Travel Lift and Eq# 4603 P&H Crane.
4. Demo vessel OR660ABW. Sailboat was hauled out on 02-17-17 because it was sinking. Insurance company paid the port to dispose the vessel. Used rental equipment to demo the vessel.

Maintenance Yard / Shop

1. Safety recall notice was completed on Eq# 1108 Ford Truck.
2. Eq# 4603 P&H Crane radiator sprung a leak.

Boat Launch Parking Lot

1. Fish Station cleaned by Port staff as needed.
2. Repaired broken drain pipe under men's restroom sink.
3. Continue placing and spreading landscape rock with rental equipment (Ski loader and mini excavator).

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4. Repaired broken/missing drinking fountain faucet at restroom.

Commercial Fishing Docks / Gear Storage

1. Grade gear storage and dirt roads throughout the Port for a second time to work out the bumps and holes with rental equipment.
2. Marine Surveyors completed annual inspection on all the dock hoists.

Retail / Boardwalk

1. Trash removal by Port staff as needed throughout the Port.
2. Restroom cleaning and restocking by Port staff every day.
3. Landscaping and watering grass areas.
4. Repaired J Sloane broken drain pipe under the sink.
5. Repaired sewer drain line under the motorcycle repair building.
6. Electrical pedestal on the Boardwalk was found knocked over. Barricaded the broken pedestal until repairs can be made. Repairs were made the next day.
7. Bell & Whistle AC unit froze up again. Adjustments were made to the unit to keep it from freezing.
8. Saturday Market was held at the Boardwalk hosted by Chetco Brewing. About half the Boardwalk was used.

Fuel Dock

1. 4,390 gallons of diesel and 287 gallons of gas was pumped this week. 20 vessels.
2. Approximate inventory in the aboveground tanks for diesel 3,282 and non-ethanol 1,525.
3. Grade roads around the fuel tanks with rental equipment.
4. Carson Oil delivered 3,990 gallons of diesel.

Security

1. South Coast Knight Security is patrolling the Port properties. Reports attached for review.

FEMA / OEM PW's

1. Received email from FEMA – State Hazard Mitigation for the HMGP, they might be delaying the funding for Basin 1 Piling Project. We are waiting for a formal Request for Information from them to determine the outcome. The Port currently has approval for 41 of the 92 piles to be replaced/repared The Port could proceed with 41 piles this year and then follow up next year with the remaining piles. But, that would cost everyone more money with additional mob and demob.
2. Received P-4 Form for PW29 Dredging at the Ice House from OEM. P-4 needed to be completed for the completion of the work. Filled it out and emailed back to OEM.

Miscellaneous

1. None

Port of Brookings Harbor
Balance Sheet
As of July 29, 2017

	<u>Jul 29, 17</u>
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg 3634	51,288.83
1003 · FUEL DOCK	32,982.30
Total 1001 · CASH & CASH EQUIVALENTS	<u>84,271.13</u>
1004 · RESTRICTED - CASH/EQUIVALENTS	
1005 · Capital Projects Fund 8018	
RESERVE FUND	4,000.00
1005 · Capital Projects Fund 8018 - Other	75,040.99
Total 1005 · Capital Projects Fund 8018	<u>79,040.99</u>
1007 · USDA BOND MM 9529	108,099.40
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	32,139.78
TRAVEL LIFT	2,333.00
Total 1008 · Debt Service Fund MM 8627	<u>34,472.78</u>
Total 1004 · RESTRICTED - CASH/EQUIVALENTS	<u>221,613.17</u>
1012 · Cash on Hand/Petty Cash	
1014 · SAFE/ONSITE DRAWER	306.50
1015 · Fuel Dock Cash Drawer	200.00
1018 · RV Park Cash Drawer	600.00
1022 · Office/Danielle	200.00
1023 · Office/Skylar	200.00
Total 1012 · Cash on Hand/Petty Cash	<u>1,506.50</u>
Total Checking/Savings	<u>307,390.80</u>

Port of Brookings Harbor Balance Sheet

As of July 26, 2017

Jul 26, 17

Checking/Savings		Invoices	Transfer	
1001 · CASH & CASH EQUIVALENTS				
1002 · General Funds Ckg 3634	70,629.37	17,753.87	17,011.00	35,864.50
1003 · FUEL DOCK	45,672.62	14,982.89		30,689.73
Total 1001 · CASH & CASH EQUIVALENTS	116,301.99			66,554.23
1004 · RESTRICTED - CASH/EQUIVALENTS				
1005 · Capital Projects Fund 8018				
RESERVE FUND	3,000.00		1,000.00 ✓	4,000.00
1005 · Capital Projects Fund 8018 - Other	67,507.99		7,533.00 ✓	75,040.99
Total 1005 · Capital Projects Fund 8018	70,507.99			
1007 · USDA BOND MM 9529	105,596.40		2,503.00 ✓	108,099.40
1008 · Debt Service Fund MM 8627				
IFA LOAN SAVINGS	27,331.78		4,808.00 ✓	32,139.78
TRAVEL LIFT	1,166.00		1,167.00 ✓	2,333.00
Total 1008 · Debt Service Fund MM 8627	28,497.78			
Total 1004 · RESTRICTED - CASH/EQUIVALENTS	204,602.17		17,011.00	221,613.17
1012 · Cash on Hand/Petty Cash				
1014 · SAFE/ONSITE DRAWER	306.50			
1015 · Fuel Dock Cash Drawer	200.00			
1018 · RV Park Cash Drawer	600.00			
1022 · Office/Danielle	100.00			
1023 · Office/Skylar	100.00			
Total 1012 · Cash on Hand/Petty Cash	1,306.50			
Total Checking/Savings	322,210.66		288,167.40	



Guest Forecast

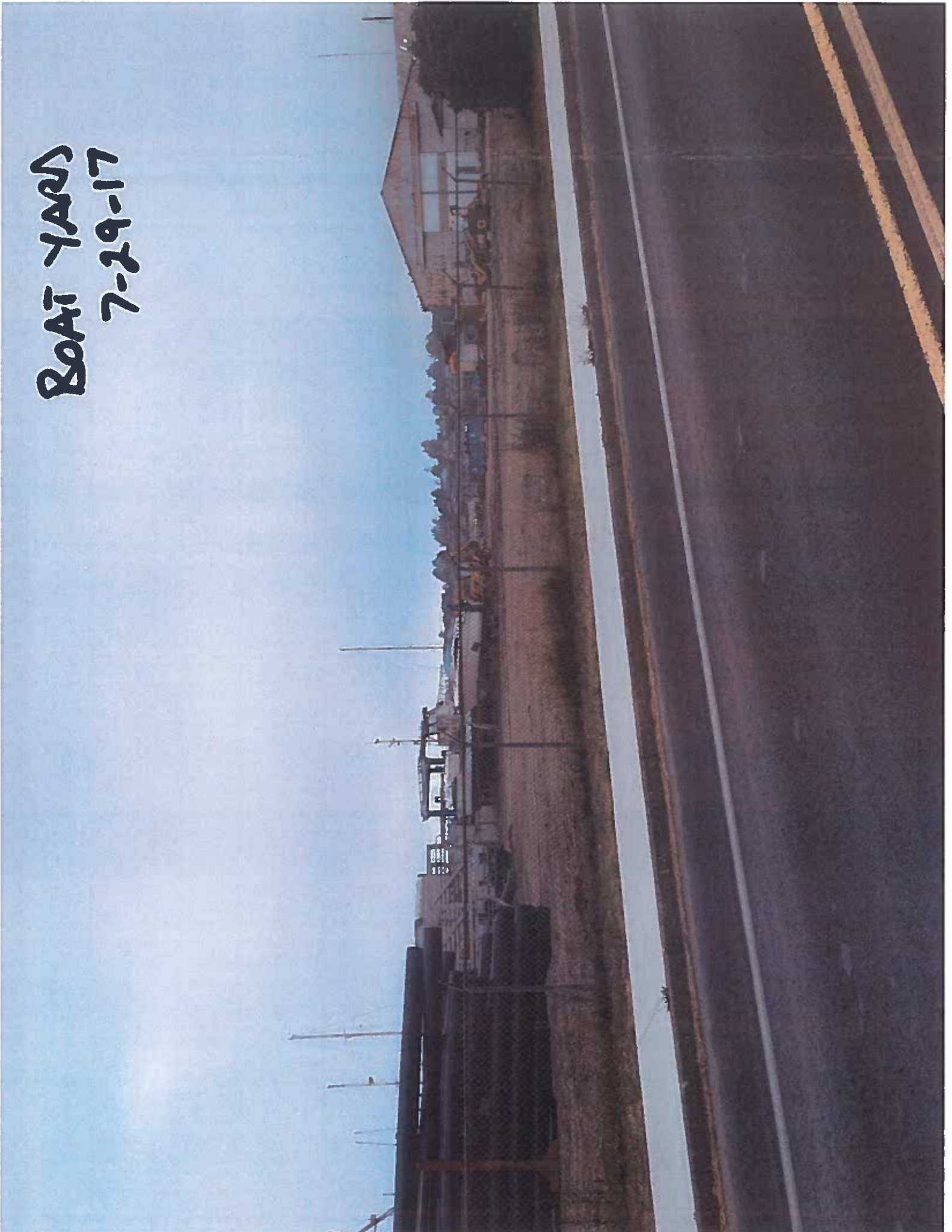
For: 07/23/2017 - 07/29/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
7/23/2017	56	60	30	230/0/0/0	174/0/0/0	90	75.00	\$3,638.00
7/24/2017	39	51	31	174/0/0/0	163/0/0/0	82	68.33	\$3,451.00
7/25/2017	27	55	26	163/0/0/0	161/0/0/0	81	67.50	\$3,337.00
7/26/2017	24	57	22	161/0/0/0	157/0/0/0	79	65.83	\$3,414.00
7/27/2017	16	63	32	157/0/0/0	189/0/0/0	95	79.17	\$4,013.00
7/28/2017	27	68	41	189/0/0/0	218/0/0/0	109	90.83	\$4,306.00
7/29/2017	26	83	28	218/0/0/0	225/0/0/0	111	92.50	\$4,583.00
	215	437	210	1292/0/0/0	1287/0/0/0	647	77.02	\$26,742.00

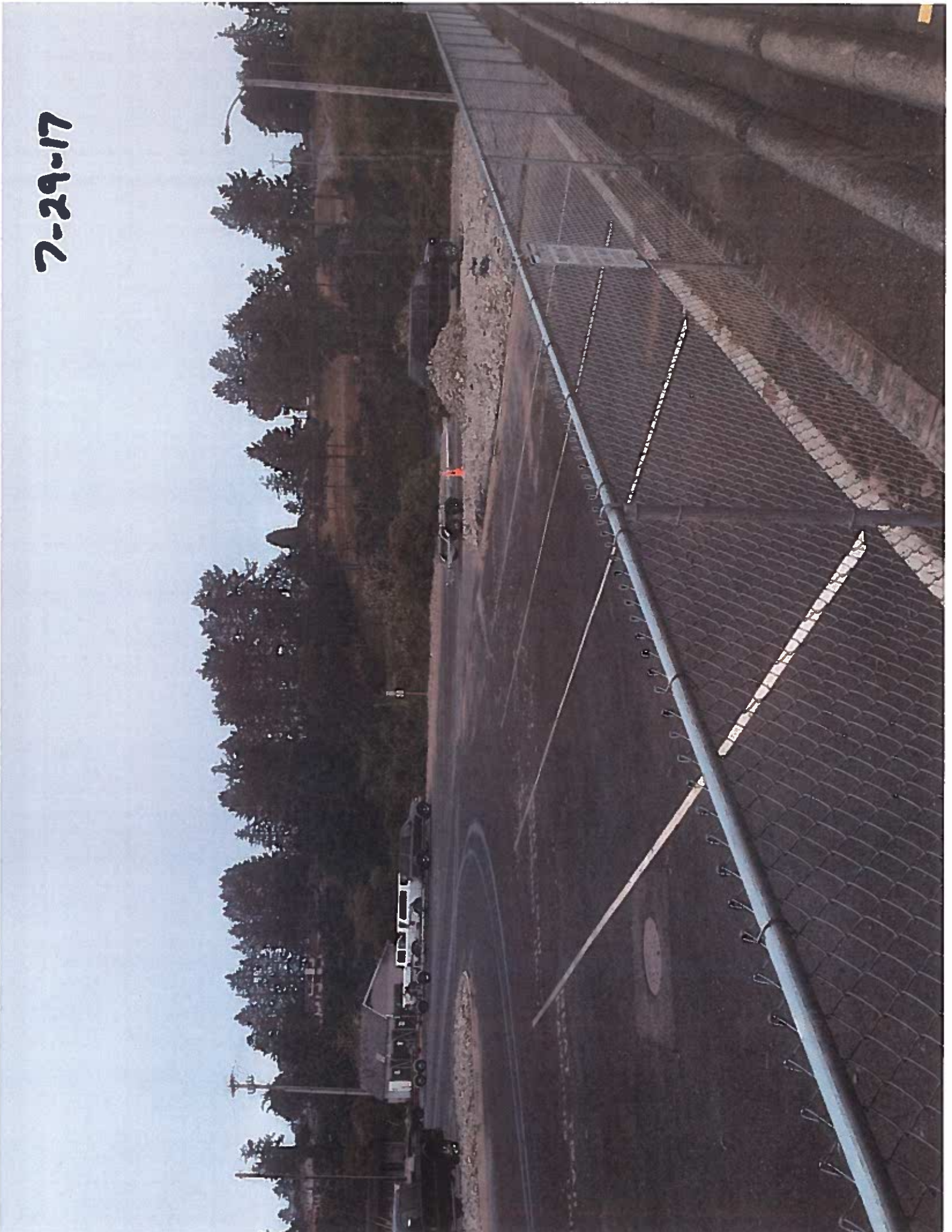
Occupancy percentages based on 120 total units

#	Priority	Description	Location	A = Actual							2 Week Look-Ahead												
				17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5
46	3	Replace Broken Gate Valve on Main Waterline in Commercial RR	Docks																				
47	3	Cleanup Gear Storage (Near Fuel Tanks)	Gear Storage																				
48	3	Repaint Pavement Arrows and Lines	RV Park																				
49	3	Repair Benches (Splinters) Throughout Park	RV Park																				

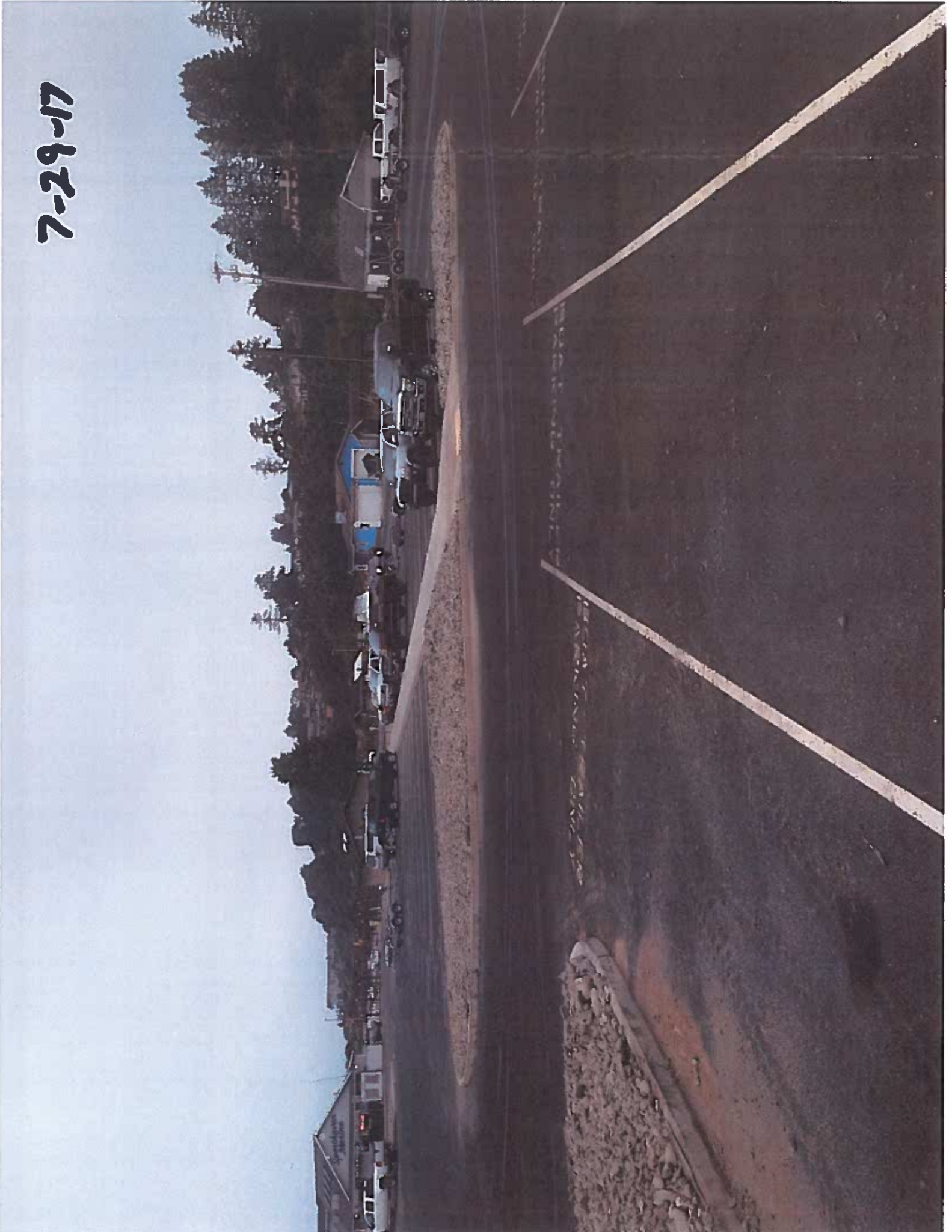
BOAT YARDS
7-29-17



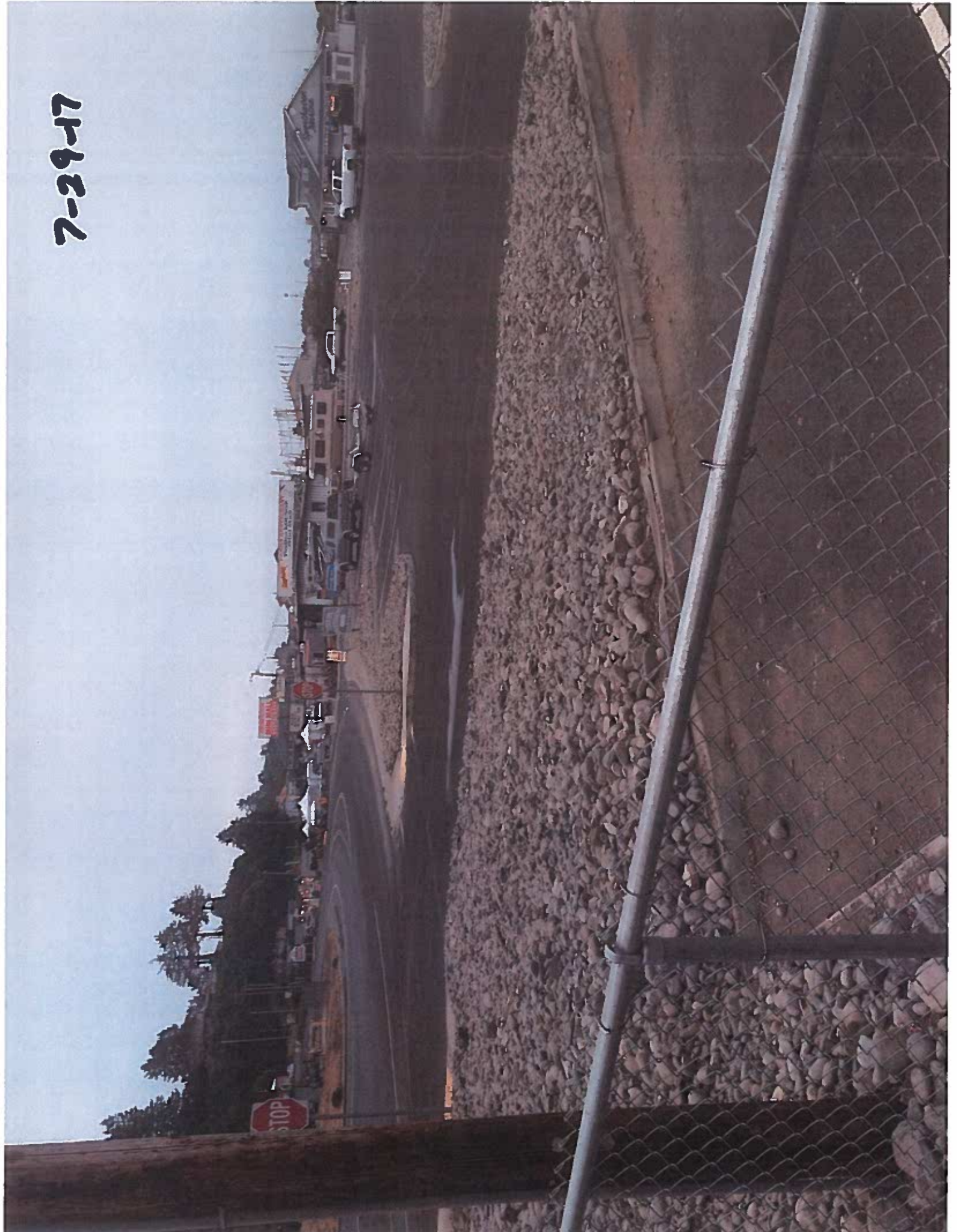
7-29-17



7-29-17



7-29-17



Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Monday, July 24, 2017 4:06 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 23, 2017

SECURITY OFFICER KNAUSS JULY 23, 2017

2057 BOAT RAMP-CLOSED BATHROOM 2101

2156 MAIN-CLOSED BOAT GATES
CB-CLOSED BATHROOM
KITE FIELD-CLOSED BATHROOM
PUBLIC FISHING-CLEAR 2213

2252 PUBLIC FISHING-CLEAR
RV PARK-CLEAR
KITE FIELD-CLEAR 2305

2357 CB-CLEAR
MAIN-CLEAR
BOAT RAMP-CLEAR 0020

0105 MAIN-CLEAR
RV PARK-CLEAR
PUBLIC FISHING-CLEAR 0135

0330 BOAT RAMP-OPENED BATHROOM
MAIN-CLEAR
CB-OPENED BATHROOM
KITE FIELD-OPENED BATHROOM
RV PARK-CLEAR 0353

Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Tuesday, July 25, 2017 4:06 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JULY 24, 2017

2159 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

CB- RESTROOM CLOSED, ORLP# ZBJ 232 WARNED FOR BEENING IN PORT AFTER 10 PM

KITE FIELD- RESTROOM CLOSED

PUB FISH- CLEAR

RV PARK- CLEAR 2226

0025 RV PARK- ORLP# 096FJV AND ORLP# 554 JFY WARNED FOR BEING IN PORT AFTER 10 PM

PUB FISH- CLEAR

KITE FIELD- CLEAR 0045

0111 CB- CLEAR

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0125

0220 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0239

0350 BOAT RAMP- RESTROOM OPEN

CB- RESTROOM OPEN

KITE FIELD- RESTROOM OPEN 0402

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South Coast Knight Security, LLC

Office: (541) 592-9021

Patrol/Alarm/Emergency: (541) 592-9352

Email: scks.patrol@gmail.com

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Gary

From: Thomas Sorr <scks.patrol@gmail.com>
Sent: Wednesday, July 26, 2017 5:48 AM
To: gary@portofbrookingsharbor.com
Subject: SOUTH COAST KNIGHT SECURITY LOG FOR POBH JULY 25, 2017

2200 BOAT RAMP- RESTROOM CLOSED, GOV STOR CLEAR, MID JETTY CLEAR

MAIN AREA- SPORTS BASIN LOCKED

CB- RESTROOM CLOSED,

KITE FIELD- RESTROOM CLOSED 2218

2347 KITE FIELD- CLEAR

PUB FISH- CLEAR

RV PARK- CLEAR

CB- CLEAR

MAIN AREA- CLEAR

BOAT RAMP- CLEAR 0016

0145 RV PARK- RESTROOM CLEAR

PUB FISH- CLEAR

KITE FIELD- CLEAR

CB- CLEAR

MAIN AREA- RESTROOM CLEAR

BOAT RAMP- CLEAR 0210

0340 BOAT RAMP- RESTROOM OPEN

CB- RESTROOM OPEN



South Coast Knight Security, LLC

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Email: scks.patrol@gmail.com

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Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Thursday, July 27, 2017 4:16 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 26, 2017

SECURITY OFFICER KNAUSS JULY 26, 2017

2050 BOAT RAMP-CLOSED BATHROOM 2054

2156 KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN-CLOSED BOAT GATES
BOAT RAMP-CLEAR 2220

2332 PUBLIC FISHING-CONTACT WMA INFORMED HIM PORT CLOSED
RV PARK-CLEAR
KITE FIELD-CONTACT 2 VEHICLES INFORMED BOTH PORT CLOSED 2347

0110 BOAT RAMP-CLEAR
MAIN-CLEAR
CB-CLEAR
PUBLIC FISHING-CLEAR 0125

0334 BOAT RAMP-OPENED BATHROOM
MAIN-CLEAR
CB-OPENED BATHROOM
KITE FIELD-OPENED BATHROOM
RV PARK-CLEAR 0357

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Friday, July 28, 2017 4:16 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 27, 2017

SECURITY OFFICER KNAUSS JULY 27, 2017

2100 BOAT RAMP-CLOSED BATHROOM 2104

2159 KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN-CLOSED BOAT GATES
BOAT RAMP-CLEAR 2019

2310 RV PARK-CLEAR
PUBLIC FISHING-CLEAR
KITE FIELD-CLEAR 2322

2342 MAIN-CLEAR
BOAT RAMP-CLEAR 2350

0114 CB-CLEAR
KITE FIELD-CLEAR
RV PARK-CLEAR
PUBLIC FISHING-CLEAR 0135

0341 KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN-CLEAR
BOAT RAMP-OPENED BATHROOM 0355

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Saturday, July 29, 2017 4:19 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 28, 2017

SECURITY OFFICER KNAUSS JULY 28, 2017

2117 BOAT RAMP-CLOSED BATHROOM

2157 KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM
MAIN-CLOSED BOAT GATES 2218

2257 RV PARK-CLEAR
PUBLIC FISHING-CLEAR
CB-CLEAR 2305

2315 MAIN-CLEAR
BOAT RAMP-CLEAR 2320

2357 CB-CLEAR
MAIN-CLEAR 0008

0145 RV PARK-CLEAR
KITE FIELD-CLEAR
CB-CLEAR
MAIN-CLEAR 0205

0331 PUBLIC FISHING-CLEAR
KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN-CLEAR
BOAT RAMP-OPENED BATHROOM 0350

Gary

From: larance knauss <larance1@LIVE.COM>
Sent: Sunday, July 30, 2017 4:19 AM
To: scks.patrol@gmail.com; gary@portofbrookingsharbor.com
Subject: South Coast Knight Security DAR for July 29, 2017

SECURITY OFFICER KNAUSS JULY 29, 2017

1735 2WMA REPORTED BY DISPATCH WERE LOCKED INSIDE OF BONE YARD WITH THEIR VEHICLE A RED CHEVY/SILVERADO ORLP(600 HCP). I MADE CONTACT WITH OWNER OF VESSEL GLORIA, AND WAS UNABLE TO OPEN GATE. AFTER DISPATCH USED ALL AVAILABLE CONTACT WITH NO RESPONSE, HARBOR FIRE RESPONDED TO ASSIST WITH GATE. AFTER GAINING PERMISSION FROM ROY DAVIS THROUGH DISPATCH TO CUT THE LOCK IF NEED BE. WE DECIDED TO TAKE THE GATE OF ITS HINGES INSTEAD OF CUTTING THE LOCK. CLEARED AT 1809

1856 RECEIVED CALL FROM DISPATCH, ARRIVED AT BONE YARD WITH HELP FROM PREVIOUS WMA SECURED GATE BACK ON HINGES 1810

2055 BOAT RAMP-CLOSED BATHROOM 2059

2156 RV PARK
KITE FIELD-CLOSED BATHROOM
CB-CLOSED BATHROOM 2214

2302 RV PARK-CONTACT WMA GUEST STAYING IN DRY CAMP WALKING ALONG SIDE WALK
CB-CLEAR
MAIN-CLEAR 2325

0004 PUBLIC FISHING-CLEAR
KITE FIELD-CLEAR
CB-CLEAR 0028

0144 KITE FIELD-CLEAR
RV PARK-CLEAR
CB-CLEAR
MAIN-CLEAR 0205

0331 KITE FIELD-OPENED BATHROOM
CB-OPENED BATHROOM
MAIN-CLEAR
BOAT RAMP-OPENED BATHROOM 0347